

Interviewing Virtually

- Understand different ways to prepare for a virtual job interview.
- Learn about different platforms that are commonly used for virtual interviews.
 - Gain knowledge about technology for virtual interviews.
Understand the basics of interviewing for a job.
 - List of possible interview questions that may be asked.
 - How to follow up after an interview.

Prepare for a virtual interview:

- Learn more about the organization.
- Review job specification and job description.
- Have updated resume and references available.
- How to prepare and discuss your relevant skills and qualifications.
 - Dress of success.
- Role play and/or practice your interview ahead of time.

Prepare your interview space:

- Identify location where you will interview.
Make sure you're in a clean space, make people aware if you share space so there aren't noises
- Tips for lighting and background for your interview.

Technology:

- Types of technology that are commonly used for virtual interviews.
Find out ahead of time the platform! Make sure it's downloaded on your computer, practice using the platform & basic functions, take a tutorial beforehand
- Platforms that are commonly used for virtual interviews. (Zoom, google hangouts, etc)
- Tips to ensure devices and platforms are ready for use.
- Practice using platform before your interview. (Should you be using a background? Maybe don't have a meme in the background)

Charge your battery!

Know if the platform is compatible with your device

Set up a phone so it's not moving around or shaking

What view do people see? Your face?

Set up do not disturb!

Try using headphones to support with canceling outside noises

During your virtual interview:

- Be enthusiastic, confident, courteous and honest.
Dress as if you were interviewing in-person "Dress for success"
Nonverbal communication is observed. Eye contact (you can practice this with technology beforehand) it's easy to not make eye contact because we're looking at the screen.
Touching your face a lot can portray nervousness
Pay attention to your posture

Relax beforehand: stretch or meditate, wash your face or hands, work on posture and take a deep breath into your diaphragm.

Be genuine with conversation

Be concise (or just be mindful of “rambling”)

Practicing can help remain focused

Honesty is refreshing and respectable. Embellishing on accomplishments isn't the way to go.

STAR method to prepare for behavioral interviews could help develop response

Situation: What is the context of your story?

Task: what's your role in the situation?

Action: What did you do?

Result: What did your actions lead to?

- Examples of common interview questions.

Remember to be honest, don't say you've done work that you haven't

What interests you in the position/agency?

Tell me about yourself?

What are your strengths?

What are areas for growth/improvement?

Tell us about a difficult situation you've experienced with work and how you've handled it.

Prepare questions for the employer as well:

what is the primary goal or responsibility of the position?

What's a typical day for someone in this position?

with whom will I work in this position?

How are my job duties and priorities established?

What resources will I have access to that will help me perform my job duties?

How and when does an employee have a chance for advancement here?

What's the company's perspective on employee development & training?

How and when will my performance be evaluated?

How does this position fit into the organization/company as a whole?

How does the position support the organization's/company's goals or mission?

What's a character trait you would use to describe a successful employee here?

Why is the position open right now?

- Relaying your lived experience as a qualification for a job in peer support.
- Give clear, concise, and thoughtful responses.
- Examples of questions to ask during your interview.

After your interview:

- Following-up after your interview.

Follow up thanking for their time within 24 hours. You can choose to elaborate here as well/ say something you forgot, be clear & concise.

Personalized to each individual who was interviewing you